Employability Skills for Your Resume

Listed below are five competencies employers want students to have, along with several examples of each. INCLUDE AT LEAST TWO OF THESE CATEGORIES IN THE "EMPLOYABILITY SKILLS" SECTION OF YOUR RESUME (you did add that section, right?). Also, try to provide examples of these employability skills in the text of your resume – in the "Education" and "Experience" sections.

For instance, if you say that you have good interpersonal skills, you might include some type of example in your work experience that shows off this skill (this backs up your general claim with specifics).

INTERPERSONAL
Works well with others

A characteristic that employers value in their workers is the ability to work with others. If you are working at a company that has more than one employee, you will need good interaction skills. The success of an organization is highly dependent on how well people work together. Having good interpersonal skills simply means you have the ability to convey your ideas and opinions in a way that is palatable and non-offensive to others.

- Participates as Member of a Team – contributes to group effort
- Teaches Others New Skills
- Serves Clients/Customers – works to satisfy customer's expectations
- Exercises Leadership - communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- Negotiates - works toward agreements involving exchange of resources, resolves divergent interests
- Works with Diversity - works well with men and women from diverse backgrounds

PROBLEM-SOLVING
Understands complex interrelationships

The business world is fast paced and complex. It is inevitable that challenges will arise. When problems do arise, having skills to diffuse the problem is an imperative. Individuals with the ability to identify conflict, develop solutions and make effective business decisions will most likely be approached to play a leadership role.

- Understand Systems – knows how social, organizational, and technological systems work and operates effectively with them
- Monitors and Corrects Performance – distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions
- Improves or Designs Systems – suggests modifications to existing systems and develops new or alternative systems to improve performance

INFORMATION MANAGEMENT
Acquires & uses information effectively

A productive worker must be able to acquire and use information. Think of a project (i.e. school, family, community) you have completed. What resources did you use, how did you decide which ones to use, and how did you get them?

- Acquires and Evaluates Information
- Organizes and Maintains Information
- Interprets and Communicates Information
- Uses Computers to Process Information to meet objectives

TECHNOLOGY
Works well with technology

An important skill of a productive worker is the ability to work with a variety of technologies.

- Selects Technology - chooses procedures, tools or equipment including computers and related technologies.
- Applies Technology to Task – Understands overall intent and proper procedures for setup and operation of equipment
- Maintains and Troubleshoots Equipment – Prevents, identifies, or solves problems with equipment, including computers and other technologies

RESOURCE MANAGEMENT
Identifies, organizes & allocates resources

One characteristic employers value in their workers is the ability to set a goal and make plans to reach that goal.

- Time – Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules
- Money – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments
- Material and Facilities – Acquires, stores, Systems: Understands complex interrelationships, allocates, and uses materials or space relationships efficiently
- Human Resources – Assesses skills and distributes work accordingly, evaluates performance and provides feedback